



UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5001

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COMBAT DEVELOPMENT COMMAND BULLETIN 1601

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS COMBAT DEVELOPMENT COMMAND (MCCDC) DUTY  
ASSIGNMENTS FOR THE PERIOD 1 DECEMBER 2008 THROUGH  
6 JANUARY 2009

Ref: (a) CDCO 1601.2B  
(b) MCBBul 1020 of 23 Sep 08  
(c) CDCBul 1050 of 8 Jan 08

Encl: (1) Command Duty Officer Assignments for December 2008  
(2) Command Duty Staff Noncommissioned Officer  
Assignments for December 2008  
(3) Command Duty Driver Assignments for December 2008  
(4) Headquarters Staff Duty Officer Assignments for  
December 2008  
(5) Assistant Headquarters Staff Duty Officer Assignments  
for December 2008

1. Purpose. To formally assign the Command Duty Officer (CDO), Command Duty Staff Noncommissioned Officer (CDSNCO), Command Duty Driver (CDD), Headquarters Staff Duty Officer (HSDO), and Assistant Headquarters Staff Duty Officer (AHSDO) for the month. Enclosures (1) through (5) are the respective assignments.

2. Information. All assigned duties will be governed by the provisions of reference (a) in the performance of their duties and to the following:

a. All changes to the duty assignments are to be controlled by the individual's company office. Changes to CDO and CDSNCO assignments are to be relayed to MCB Adjutant via HQSVCBN. Changes to CDD assignments are to be relayed to the Base Beautification Chief, MGySgt Coleman. Changes to the HSDO and AHSDO assignments are to be relayed to the Commanding General, MCCDC (Administrative office).

b. The uniform for duty is in accordance with reference (b). Any deviations from the reference will be passed down the chain of command by the Sergeant Major, Marine Corps Base, Quantico (MCBQ).

c. Holidays are observed in accordance with reference (c).

3. Action. The following instructions shall occur as appropriate:

a. Commanding Officer, Headquarters and Service Battalion. Ensure your companies, sections and individual duty standers are informed of the requirements listed in this bulletin.

b. Command Duty Officer and Command Duty Staff Noncommissioned Officer. Attendance of a formal duty brief is mandatory prior to assuming the post of CDO/CDSNCO. These formal duty briefs are conducted by MCBQ Chief of Staff (CoS) every Thursday at 0845 in the conference room at Lejeune Hall (located on the second deck). The CoS and special staff officers will give a 30 to 45 minute duty brief. CDOs/CDSNCOs shall attend the formal duty brief the week prior to their assigned duty. If unable to attend the week prior (due to TAD, training requirements, or approved leave status), the CDO/CDSNCO shall attend a brief on an alternate Thursday prior to their day of duty. A CDO/CDSNCO that does not attend a formal duty brief, prior to their assigned day of duty, will require the effected CDO/CDSNCO to contact the MCBQ Staff Secretary for a personal appointment with the CoS; and the MCB Adjutant for follow-on, duty-specific information.

c. Command Duty Driver. Each CDD shall report in person to the Base Beautification Chief, MGySgt Coleman at 0845 on the Thursday prior to the day of assigned duty. The Base Beautification Chief, MGySgt Coleman will give a duty brief on the quarterdeck at Lejeune Hall. The CDD must have in their possession at that time the Basic Motor Vehicle Operators Course License with Quantico Stamp and/or Driver Improvement Card, Civilian Driver's License, and Military Identification Card. On the day of duty, after initially reporting to the CDSNCO at 0700, both the off-going and incoming duty drivers will together drive to the Base Motor Transport and change over the vehicle. Ensure to close the trip ticket, start a new trip ticket, and inspect the vehicle. The CDD must report to Facilities Chief on the 2nd deck or the Operations Chief on the 1st deck with the following equipment: duty cell phone, charger, ear piece, and hip clip for duty throughout the day.

d. Headquarters Staff Duty Officer. Each HSDO shall report by phone to the MCCDC duty desk (703-784-6281) at 0900 the last working day prior to assuming duty.

17 Nov 08

Weekend HSDOs shall report by phone at 0900 on the Thursday prior. Weekday HSDOs shall post in person with the Sergeant Major, MCCDC, at 0800 on the day of duty. In the absence of the Sergeant Major, the Staff Secretary, MCCDC, will execute post and relief. Weekend HSDOs shall post in person with the Sergeant Major at 0800 on Friday. Holiday HSDOs shall post in person with the Sergeant Major at 0800 on the last working day prior to the holiday.

e. Assistant Headquarters Staff Duty Officer. Each AHSDO shall report by phone to the MCCDC duty desk (703-784-6281) at 0900 the last working day prior to assuming duty. Weekend AHSDOs shall report by phone at 0900 on the Thursday prior. All AHSDOs shall post at 0800 on the day of duty at the MCCDC Headquarters building front desk.

4. Administration. Point of contact for this Bulletin is the Command Adjutant at (703) 784-2151.



M. S. JOHNSON  
By direction

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